



Image Reproduction Price List (Effective November 2003)

Photograph Archives
Utah State Historical Society

PHOTOGRAPHIC PRINTS *Please allow approximately two weeks for completion.*

Print Size	RC Paper (glossy or matte)	Fiber Base Paper (glossy or matte)
4 x 5	\$ 5.00	\$ 8.00
5 x 7	\$ 10.00	\$ 14.00
8 x 10	\$ 15.00	\$ 20.00
11 x 14	\$ 20.00	\$ 30.00
16 x 20	\$ 30.00	\$ 45.00
20 x 24	\$ 50.00	\$ 60.00

SEPIA TONING (Fiber Base Prints Only)

8 x 10 or smaller	\$ 1.00 per print
11 x 14 or larger	\$ 4.00 per print

LASER / COLOR PHOTOCOPIES

8 ½ x 11	\$ 3.00
11 x 17	\$ 4.50

SLIDES (35mm transparencies)	\$ 5.00
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SCANNED IMAGES (TIF file on CD)	\$ 7.00
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PHOTOS TAKEN W/ OWN CAMERA (By special permission)	\$.50
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MAILING

Standard	\$ 4.00
Special Orders	Based on individual order

RUSH ORDERS

Prints / Slides (4 slides minimum)	5 Working Day Rush 2 Working Day Rush	\$ 2.00 per print / slide 75% of cost of print/slide
Laser Copies / Scanned Images	2 Working Day Rush	\$ 1.00 per copy / scan

SPECIAL REQUEST SERVICES

Negative Rental (For oversize prints)	\$ 15.00
4 x 5 Transparency	cost plus \$ 10.00
VHS copy of film	\$ 20.00 per film
Mailing for VHS cassettes	\$ 4.00 per cassette
ZIP Disk	\$ 10.00



Photograph Order and Permissions Form

Photograph Archives
Utah State Historical Society
300 Rio Grande
Salt Lake City, UT 84101-1182
Ph: (801) 533-3535 FAX: (801) 533-3504

Order #03 _____
Taken by: _____

Name		Date
Organization		
Address		
City	State	Zip
Phone: Work	Home	FAX

Classification or CollectionNo	Photo Number	Description	Print Size or Format	Paper Type		Finish		Duplication Cost	Use Charge
				RC	Fiber	Glossy	Matte		
					Sepia				
					Sepia				
					Sepia				
					Sepia				
					Sepia				
					Sepia				
					Sepia				
					Sepia				
					Sepia				
If more lines are needed, please continue on Supplementary Order Form(s)								SUBTOTAL	

SUBTOTAL from Supplementary Order Form(s)		
RUSH	2-DAY	5-DAY

SHIPPING

Federal Express / Airborne Express: Account # _____	Will Call	Mail	
TOTAL			

METHOD OF PAYMENT (Please do not send cash. Checks and money orders must be in U.S. funds only)

Credit Card	IAT (State Government Agencies) Please fill in FINET CODES below	Cash/Check (50% Deposit Required)		
FUND AGENCY ORG APPROP EXP/REV REPT CAT			BALANCE DUE	

CREDIT CARD INFORMATION		Office Use Only	
VISA MC Card Number:	Exp. Date:	Cash PIF	
Name on Card:	Ordered: in Person by Mail/FAX by Phone	Invoiced	
Signature:		CC	

PLEASE READ AND COMPLETE PERMISSION FORM
Supplementary Photograph Order Form

Name _____

Order #03 _____

Classification or Collection No.	Photo Number	Description	Print Size or Format	Paper Type		Finish		Duplication Cost	Use Charge
				RC	Fiber	Glossy	Matte		
					Sepia				
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					SUBTOTAL				

Photograph Use Permission Form

UTAH STATE HISTORICAL SOCIETY

Photograph Use Policy

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Intended Use of Images			Use Charge per Image
Commercial Use	Non- Commercial Use	Private Research / Personal Use	
Please Describe:			

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- I agree to abide by the policy stated above.

Signature

Date

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Utah State Historical Society

Date